

# eCitation Case Entry

**South Carolina Judicial  
Department**



**Court Case Management**

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# Section 1: eCitation Processing

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# Notes



## **Lesson 1: CMS eCitation Case Entry Screen**

This lesson discusses the new **CMS eCitation Case Entry** screen and explains the similarities and differences between law enforcement's **Uniform Traffic Ticket** (UTT) and the new **CMS eCitation Entry** screen.

## Lesson Objectives

- ❖ Compare **Uniform Traffic Ticket** to **eCitation Case Entry** screen.
- ❖ Review **Icon Buttons** on **eCitation Case Entry** screen.

## Step 1. Compare UTT to CMS eCitation Case Entry Screen

The new **CMS eCitation Case Entry** screen mimics the look and feel of the new **South Carolina Uniform Traffic Ticket (UTT)**. (See figures below.)

Form S-438 Rev. 05/2014		UNIFORM TRAFFIC TICKET					
STATE OF SOUTH CAROLINA VERSUS						D/COURT OF:	
FIRST NAME			MIDDLE NAME			LAST NAME	
VIOLATOR STREET							
CITY				STATE		ZIP CODE	
DL STATE	DRIVERS LICENSE NO.				CLASS	CDL YES <input type="checkbox"/> NO	
RACE	SEX	BIRTH DATE	HGT.	WGT.	HAIR	EYES	
VEH. LIC. NO.	STATE	MAKE OF VEH.	YEAR	MPG/100M	AUTO	BICYCLE	COMM. VEH.
				HAZ. MT.	MOPED	MT/CLC	PEDSTRN. OTHER
VEHICLE OWNER FIRST NAME			MIDDLE NAME			LAST NAME	
OWNER STREET			CITY		STATE		ZIP CODE
<b>YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT</b>							
NAME OF TRIAL COURT			STREET				
DATE OF TRIAL		TIME OF TRIAL	CITY	STATE		ZIP CODE	
VIOLATION SECTION NO.		VIOLATION - COURT APPEARANCE REQUIRED YES <input type="checkbox"/> NO					
DATE OF VIOLATION		TIME OF VIOL.			SC POINTS	B.A. LEVEL	
VIOLATION LOCATION						COUNTY	
LAT		LONG			CITY		
NAME AND RANK OF ARRESTING OFFICER				SCCJA OFFICER NUMBER			
BAIL DEPOSITED		DATE OF ARREST		BOND AMOUNT REQUESTED			
DATE BAIL RECD.		BY					
CASE: <input type="checkbox"/> MAGISTRATE <input type="checkbox"/> MUN. COURT <input type="checkbox"/> CIRCUIT COURT <input type="checkbox"/> FAMILY COURT <input type="checkbox"/> FEDERAL COURT <input type="checkbox"/> BEFORE: NAME OF THE TRIAL COURT IF DIFFERENT FROM ABOVE:							
TRIAL BY: TRIAL JUDGE <input type="checkbox"/> JURY <input type="checkbox"/>		DEFENDANT: DID NOT APPEAR <input type="checkbox"/> APPEARED <input type="checkbox"/>					
DISPOSITION DATE		DISPOSITION: NOLLE PROSSED <input type="checkbox"/> GUILTY <input type="checkbox"/> PLED: NOLO CONTENDERE <input type="checkbox"/> FORFEITED BOND <input type="checkbox"/> NOT GUILTY <input type="checkbox"/>					
CHARGE CONVICTED OF		SAME AS ORIGINAL <input type="checkbox"/>				SC POINTS	
JAIL	SUSPEND	FINE	AMT COLLECTED	AMT SUSPENDED	COMMITTED TO:		Vehicle Seized
CERTIFIED CORRECT				DATE		Arrest as Result of Collision	
DRIVER'S RECORD COPY TICKET# 4102P0000001							

eCitationCaseEntry [JE3gj5F]

**UNIFORM TRAFFIC TICKET**  
STATE OF SOUTH CAROLINA  
VERSUS

CITATION NBR 1	Type [dropdown]	Subtype [dropdown]	Status [dropdown]					
FIRST NAME	MIDDLE NAME	LAST NAME						
STREET		CITY STATE ZIP CODE						
DL STATE	DRIVERS LICENSE NO		CLASS	CDL				
RACE	SEX	BIRTH DATE 0/0/0000	HGT. 0' 0"	WGT. 0	HAIR [dropdown]	EYES [dropdown]		
VEH. LIC. NO.	STATE	MAKE OF VEH	YEAR 0	16 PASS VEH HAZ MAT 0	AUTO MOPED [dropdown]	BICYCLE MOTORCYCL PEDESTRIAN OTHER [dropdown]	COMBI VEH [dropdown]	
VEHICLE OWNER FIRST NAME		MIDDLE NAME		LAST NAME				
OWNER STREET		CITY		STATE		ZIP CODE		
<b>YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT</b>								
NAME OF TRIAL COURT/DOCKET		STREET		Judge		5899 Pyatt (Magistrate), Isaa		
DATE OF TRIAL 0/0/0000	TIME OF TRIAL 12:00 am	CITY		STATE		ZIP CODE		
<b>VIOLATION SECTION NO.</b> VIOLATION - COURT APPEARANCE REQUIRED <input checked="" type="radio"/> Yes <input type="radio"/> No								
DATE OF VIOLATION 0/0/0000	TIME OF VIOL 12:00 am	ACT / PSTD SPEED /		SC POINTS 0	B.A. LEVEL [dropdown]			
VIOLATION LOCATION [dropdown] COUNTY								
LAT	LONG	CITY						
NAME AND RANK OF ARRESTING OFFICER				SCCJA OFFICER NUMBER				
BAIL DEPOSITED 0.00	DATE OF ARREST 0/0/0000		BOND AMOUNT REQUESTED					
DATE BAIL RECD 0/0/0000	BY		CHARGE AMOUNT 0.00					
INCIDENT NO.	Last case							

Figure 1.1 – South Carolina Uniform Traffic Ticket (left) and CMS eCitation Case Entry screen (right).



The new **UTT** can be a *printed* citation or an *electronic* citation generated from the handheld *ReportBeam* device. The following is a side by side comparison of the **Uniform Traffic Ticket** and the **CMS eCitation Entry** screen:

<b>UNIFORM TRAFFIC TICKET</b> STATE OF SOUTH CAROLINA VERSUS FIRST NAME MIDDLE NAME LAST NAME STREET CITY STATE ZIP CODE DL STATE DRIVERS LICENSE NO. CLASS CDL RACE SEX BIRTH DATE HGT. WGT. HAIR EYES VEH. LIC. NO. STATE MAKE OF VEH. YEAR 16 PSSGR VEH. AUTO BICYCLE COMB. COMM. VEH. HAZ. MAT. MOPED MTCYCL PEDESTRIAN OTHER VEHICLE OWNER FIRST NAME MIDDLE NAME LAST NAME OWNER STREET CITY STATE ZIP CODE <b>YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT</b> NAME OF TRIAL COURT STREET DATE OF TRIAL TIME OF TRIAL CITY STATE ZIP CODE VIOLATION SECTION NO. VIOLATION - COURT APPEARANCE REQUIRED YES NO DATE OF VIOLATION TIME OF VIOL. SC POINTS B.A. LEVEL VIOLATION LOCATION COUNTY LAT LONG CITY NAME AND RANK OF ARRESTING OFFICER SCCJA OFFICER NUMBER BAIL DEPOSITED DATE OF ARREST BOND AMOUNT REQUESTED DATE BAIL RECD. BY CASE: MAGISTRATE <input type="checkbox"/> MUN. COURT <input type="checkbox"/> CIRCUIT COURT <input type="checkbox"/> FAMILY COURT <input type="checkbox"/> FEDERAL COURT <input type="checkbox"/> BEFORE: NAME OF THE TRIAL COURT IF DIFFERENT FROM ABOVE TRIAL BY: TRIAL JUDGE <input type="checkbox"/> JURY <input type="checkbox"/> DEFENDANT: DID NOT APPEAR <input type="checkbox"/> APPEARED <input type="checkbox"/> DISPOSITION DATE DISPOSITION: NOLLE PROSSED <input type="checkbox"/> GUILTY <input type="checkbox"/> PLED: NOLO CONTENDERE <input type="checkbox"/> FORFEITED BOND <input type="checkbox"/> NOT GUILTY <input type="checkbox"/> CHARGE CONVICTED OF SAME AS ORIGINAL <input type="checkbox"/> SC POINTS JAIL SUSPEND FINE AMT. COLLECTED AMT. SUSPENDED COMMITTED TO: Vehicle Searched CERTIFIED CORRECT DATE Arrest as Result of Collision <b>DRIVER'S RECORD COPY TICKET# 4102P0000001</b>		<b>UNIFORM TRAFFIC TICKET</b> STATE: SOUTH CAROLINA VERSUS CITATION NBR <input type="text"/> <input type="button" value="Search"/> Type <input type="button" value="Subtype"/> Status <input type="button" value="Last Name"/> FIRST NAME MIDDLE NAME LAST NAME STREET CITY STATE ZIP CODE DL STATE DRIVERS LICENSE NO. CLASS CDL RACE SEX BIRTH DATE HGT. WGT. HAIR EYES VEH. LIC. NO. STATE MAKE OF VEH. YEAR 16 PSSGR VEH. AUTO BICYCLE COMB. COMM. VEH. HAZ. MAT. MOPED MTCYCL PEDESTRIAN OTHER VEHICLE OWNER FIRST NAME MIDDLE NAME LAST NAME OWNER STREET CITY STATE ZIP CODE <b>YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT</b> NAME OF TRIAL COURT/DOCKET STREET Judge 5899 Pvalt (Magistrate), Isaac DATE OF TRIAL TIME OF TRIAL CITY STATE ZIP CODE VIOLATION SECTION NO. VIOLATION - COURT APPEARANCE REQUIRED Yes No DATE OF VIOLATION TIME OF VIOL ACT / PSTD SPEED SC POINTS B.A. LEVEL VIOLATION LOCATION COUNTY LAT LONG CITY NAME AND RANK OF ARRESTING OFFICER SCCJA OFFICER NUMBER BAIL DEPOSITED DATE OF ARREST BOND AMOUNT REQUESTED DATE BAIL RECD BY CHARGE AMOUNT INCIDENT NO. <input type="text"/> Last case <input type="text"/> <b>2a</b> <b>2b</b> <b>2c</b> <b>3a</b> <b>3b</b> <b>3c</b> <b>3d</b> <b>3e</b>			
				1	
				2a	
				2b	
				2c	
				3a	
				3b	
				3c	
				3d	
				3e	

Figure 1.2– Items inside the yellow highlight on the **UTT** are not included on the **CMS eCitation Case Entry** screen.

**Note:** The offset alignment between the two ticket formats above shows the one-to-one correlation of the fields.

1. Items inside the yellow highlight in the figure above are related to the actual trial and final disposition of the case and are not included on the **CMS eCitation Case Entry** screen to the right.
2. The **Ticket# (2a)** which appears on the bottom of the **UTT** is located in the upper left-hand corner of the **CMS eCitation Case Entry** screen and is called the **Citation Nbr (2b)**. It is the first field you can edit, and it drives the entire eCitation case entry process. The **Incident Number (2c)** which appears on the



right side of the **UTT** is located in the bottom left-hand corner (**2d**) of the **CMS eCitation Case Entry** screen

**Note:** The **Ticket#** and the **Citation Nbr** are the same thing.

3. For the most part, the rest of the **CMS eCitation Case Entry** screen follows the layout of the **UTT** except for a few fields that were added because they may be required by **CMS** to create a new case but are not part of the data sent over from **DMV** (see Figure 1.2):
  - a. Case Type - automatically set in Magistrate Courts, not in Circuit Courts
  - b. Subtype
  - c. Status
  - d. Judge
  - e. Charge Amount

The screenshot shows the CMS eCitation Case Entry interface. At the top, there are buttons for Save, Print, and other functions. The main area is titled 'UNIFORM TRAFFIC TICKET' and 'STATE OF SOUTH CAROLINA VERSUS'. The form includes fields for:

- CITATION NBR:** A text input field.
- Type, Subtype, Status:** dropdown menus.
- FIRST NAME, MIDDLE NAME, LAST NAME:** Text input fields.
- STREET, CITY, STATE, ZIP CODE:** Text input fields.
- DL STATE, DRIVERS LICENSE NO:** Text input fields.
- RACE, SEX, BIRTH DATE, HGT., WGT., HAIR, EYES:** dropdown menus.
- VEH. LIC. NO., STATE, MAKE OF VEH., YEAR:** Text input fields.
- CLASS, CDL:** dropdown menus.
- HAZ. MAT., MOPED, MTCYCL, PEDESTRIAN, OTHER:** checkboxes.
- VEHICLE OWNER FIRST NAME, MIDDLE NAME, LAST NAME:** Text input fields.
- OWNER STREET, CITY, STATE, ZIP CODE:** Text input fields.
- YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT:** A section with fields for:
  - NAME OF TRIAL COURT/DOCKET, STREET, Judge:** Text input fields.
  - DATE OF TRIAL, TIME OF TRIAL, CITY, STATE, ZIP CODE:** Text input fields.
  - VIOLATION SECTION NO., VIOLATION - COURT APPEARANCE REQUIRED:** dropdown menus.
- DATE OF VIOLATION, TIME OF VIOL, ACT / PSTD SPEED, SC POINTS, B.A. LEVEL:** Text input fields.
- VIOLATION LOCATION, COUNTY:** Text input fields.
- LAT, LONG:** Text input fields.
- NAME AND RANK OF ARRESTING OFFICER, SCCJA OFFICER NUMBER:** Text input fields.
- BAIL DEPOSITED, DATE OF ARREST, BOND AMOUNT REQUESTED:** Text input fields.
- DATE BAIL RECD, BY, CHARGE AMOUNT:** Text input fields.
- INCIDENT NO., 5a, 5b:** Text input fields.

Figure 1.3 – CMS eCitation Case Entry Screen



4. Similar to other **CMS** case entry screens, users can double-click fields with pale yellow backgrounds and select a value from a pop-up window or make a selection from a drop-down list.
5. Items highlighted in blue in **Figure 1.3** provide consistency with other **CMS** case entry screens:
  - a. Last Case (actually the **last Citation Nbr**) **(5a)**
  - b. Case Creation Status Bar **(5b)** - also called the "Process Status Bar"
6. Fields shaded in gray in **Figure 1.3** are for display only and cannot be accessed or changed. Some of these fields are assigned automatically by the **CMS eCitation** logic while others are **DMV** fields only and their data is not found in the **CMS** database. (**Note:** depending on your Windows theme setting, the gray background may appear as a light blue-gray color).
  - a. The "DMV only" fields are displayed to maintain a consistent appearance between the **UTT** and the **CMS eCitation Case Entry** screen.
7. While the last two rows of fields on the **CMS eCitation Case Entry** screen (starting with the **Bail Deposited** field and except for the **Charge Amount** field) deal with bond data, bonds are not created automatically as part of the **CMS eCitation** case entry.
  - a. The data required for a bond must be entered manually in the **Person Bonds** entry screens in **CMS**.
8. The **Charge Amount** field is calculated by **CMS** based on the **Charge Code/Statute** and **Court Agency** configurations, as is the current standard in the **CMS Summary Criminal Traffic Entry** logic. However, the **Charge Amount** can be updated, if needed. If the user changes the **Violation Section No.** to a lesser charge, the **Charge Amount** field will be updated automatically.
9. Field names in **bold** on the **CMS eCitation Case Entry** screen are **required** fields:
  - a. Citation Nbr
  - b. Type
  - c. Last Name
  - d. Judge
  - e. Date of Trial
  - f. Time of Trial
  - g. Violation Section No.
  - h. Date of Violation
  - i. SCCJA Officer Number (SC Criminal Justice Academy)



## Step 2. Review Icon Buttons

### Icon Button Definitions:

-  Review eCitation Audit Log
-  Add the case, then clear the fields to enter a new case
-  Add the case, then go to the Case Manager
-  Add additional case parties and then create the case
-  Add the case, then go to payment processing
-  Clear the fields for entry of a new case
-  Create the case, then go to Person Bonds entry
-  Get next "Pending" citation for Court Agency (**new**)

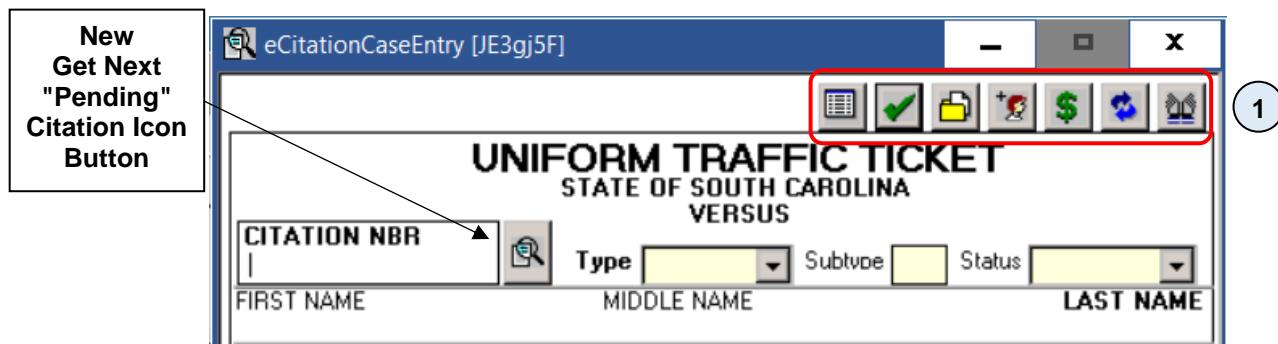


Figure 1.4 – Partial View of CMS eCitation Case Entry Screen: Icon buttons located at top of screen

1. The CMS eCitation Entry screen contains the **standard icon buttons** currently supported by the existing CMS Summary Traffic Entry function as well as additional icon buttons providing access to the new eCitation Entry Audit Log and allowing a user to select the next pending citation.



## Lesson 2: CMS eCitation Case Entry Process

This lesson provides instructions on how to enter data into the **CMS eCitation Case Entry** screen.

### Lesson Objectives

- ❖ How to access **eCitation** from the **CMS Application Bar**.
- ❖ How to retrieve **DMV** data.
- ❖ Data validation.

### Step 1. Access CMS eCitation Case Entry

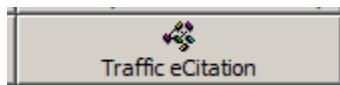


Figure 2.1 - Traffic eCitation

1. From the **Application Bar**, click the **Traffic eCitation** button.

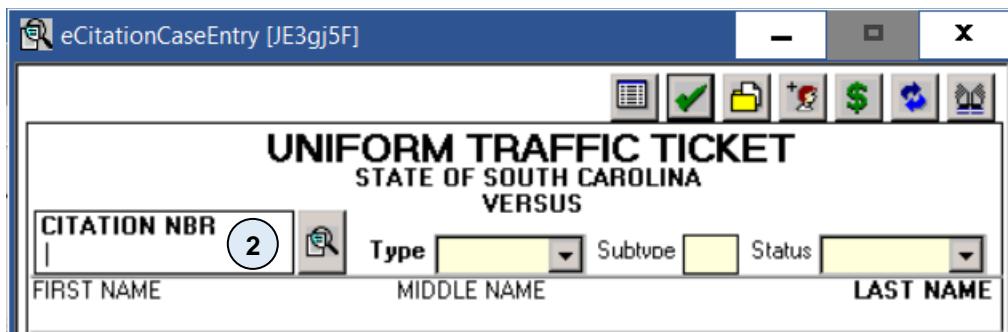


Figure 2.2 - Partial View of CMS eCitation Case Entry Screen

2. When the **CMS eCitation Case Entry** window opens, enter the **Ticket#** from the printed or electronic version of the **UTT** into the **Citation Nbr** field and press the **TAB** key to tab out of the field.

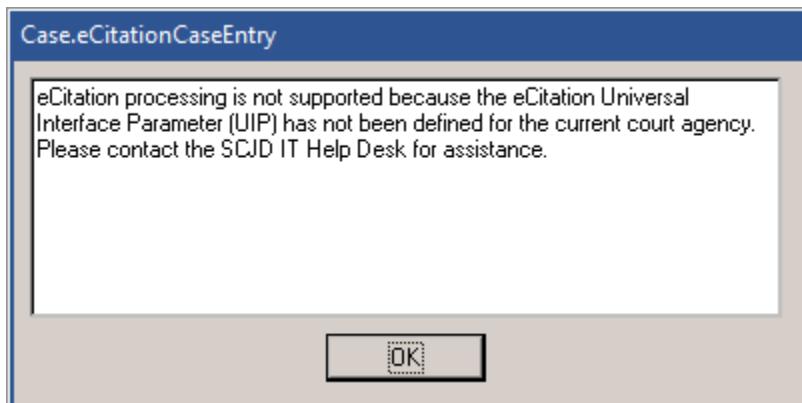


Figure 2.3 - **eCitation Case Entry Message:** Warning message that UIP is not defined for the current court agency

3. As soon as the user presses the **TAB** key, the system attempts to verify that a **CMS eCitation Universal Parameter (UIP)** exists for that court agency. If a **UIP** is not found, the message in **Figure 2.3** appears.
4. When the user clicks the **OK** button, the message disappears, the **CMS eCitation Case Entry** window closes, the entered citation number is cleared, and the user is returned to the **Application Bar** screen. Clearing the citation number and returning the user to the **Application Bar** assures that only **Court Agencies** setup for **eCitation** processing (through the **UIP**) can use this function for manual entry since a case cannot be created without a citation number.
5. If the **Court Agency** has an **eCitation UIP**, then tabbing out of the **Citation Nbr** field begins a process that loads a citation into the **CMS eCitation Case Entry** screen.
6. If it has not been 24 hours since the citation was created, the user will receive the following error message:

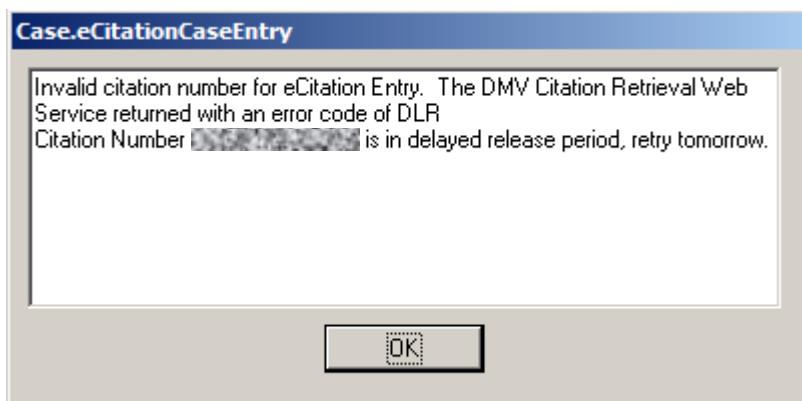


Figure 2.4 - **eCitation Case Entry Message:** Delayed Release Period

The user needs to try to pull up the citation the next day.



## Step 2. Retrieving DMV data

The screenshot shows the CMS eCitation Case Entry window with a Uniform Traffic Ticket form. The 'CITATION NBR' field is highlighted with a circled '1'. The 'LAST NAME' field is highlighted with a circled '2'.

**UNIFORM TRAFFIC TICKET**  
STATE OF SOUTH CAROLINA  
VERSUS

**CITATION NBR** **1** **Type** **Subtype** **Status**

FIRST NAME MIDDLE NAME **LAST NAME**

STREET

CITY STATE ZIP CODE

DL STATE DRIVERS LICENSE NO CLASS CDL  
 Yes  No

RACE	SEX	BIRTH DATE	HGT.	WGT.	HAIR	EYES		
Unknown		0/0/0000	0' 0"	0				
VEH. LIC. NO.	STATE	MAKE OF VEH	YEAR	16 PSGR VEH <input type="radio"/> HAZ. MAT.	AUTO <input type="radio"/> MOPED	BICYCLE <input type="radio"/> MTCYCL	COMB. <input type="radio"/> PEDESTRIAN	COMM. VEH. <input type="radio"/> OTHER
VEHICLE OWNER FIRST NAME	MIDDLE NAME	LAST NAME						

OWNER STREET CITY STATE ZIP CODE

**YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT**

NAME OF TRIAL COURT/DOCKET STREET **Judge**  
5899 Pyatt (Magistrate), Isaac

DATE OF TRIAL TIME OF TRIAL CITY STATE ZIP CODE

0/0/0000 12:00 am

**VIOLATION SECTION NO.** **VIOLATION - COURT APPEARANCE REQUIRED**  Yes  No

**DATE OF VIOLATION** **TIME OF VIOL** **ACT / PSTD SPEED** **SC POINTS** **B.A. LEVEL**

0/0/0000 12:00 am / 0

VIOLATION LOCATION COUNTY

LAT LONG CITY

NAME AND RANK OF ARRESTING OFFICER **SCCJA OFFICER NUMBER**

BAIL DEPOSITED DATE OF ARREST BOND AMOUNT REQUESTED

0.00 0/0/0000

DATE BAIL RECD BY CHARGE AMOUNT

0/0/0000 0.00

INCIDENT NO. Last case

Figure 2.5 – CMS eCitation Case Entry Window: Prior to retrieving data

1. If the **Court Agency** has a valid **eCitation UIP** and the user enters the **Ticket#** from the printed or electronic version of the **UTT** into the **Citation Nbr** field and presses **TAB** to tab out of the field, then the **DMV** data retrieval web service process begins immediately.
2. The progress of the data retrieval process is reflected in the real-time status bar messages appearing in the lower right-hand corner of the screen in the "Process Status Bar". It may take a minute before the data is loaded.
  - a. The **Citation Nbr (Ticket#)** value may disappear temporarily during the data retrieval process.



**Note:** If communication speeds are very fast, the changing text in the status bar may change so quickly a user may not be able to read it or may not even see it at all.

3. If no errors are encountered in accessing the **DMV** web service and the citation is found at the **DMV**, then the data for the requested citation is returned to **CMS** and displayed on the **CMS eCitation Case Entry** screen. Note: the **Citation Nbr** below is redacted and personal data has been modified.

The screenshot shows the CMS eCitation Case Entry window with the following data:

**UNIFORM TRAFFIC TICKET**  
STATE OF SOUTH CAROLINA  
VERSUS

**CITATION NBR:** [REDACTED]  
**Type:** Traffic  
**Subtype:** [REDACTED]  
**Status:** Pending

**Driver Information:**  
FIRST NAME: Test  
MIDDLE NAME: Test  
LAST NAME: Test  
STREET: 100 Test Road  
CITY: Columbia  
STATE: SC  
ZIP CODE: 29205-  
DL STATE: SC  
DRIVERS LICENSE NO: 000000000  
CLASS: B  
CDL: Yes  
RACE: Black  
SEX: Male  
BIRTH DATE: 1/1/1987  
HGT.: 6' 4"  
WGT.: 182  
HAIR: [REDACTED]  
EYES: [REDACTED]

**Vehicle Information:**  
VEH. LIC. NO: TEST123  
STATE: SC  
MAKE OF VEH: FORD  
YEAR: 2013  
16 PSGR VEH: HAZ. MAT: MOPED: MTBCYCL: PEDESTRIAN: OTHER: [REDACTED]

**Vehicle Owner Information:**  
OWNER STREET: 100 Test Road  
CITY: Columbia  
STATE: SC  
ZIP CODE: 29205-  
LAST NAME: Test

**YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT**

**NAME OF TRIAL COURT/DOCKET:** Georgetown Magistrate CR/TR Court  
**STREET:** 333 Cleland Street  
**JUDGE:** Judge Pyatt (Magistrate), Isaac  
**DATE OF TRIAL:** 10/26/2017  
**TIME OF TRIAL:** 2:00 pm  
**CITY:** Georgetown  
**STATE:** SC  
**ZIP CODE:** 29440-

**VIOLATION SECTION NO.:** 56-05-1520(G)(1)  
**VIOLATION - COURT APPEARANCE REQUIRED:** Yes  
**DATE OF VIOLATION:** 9/18/2017  
**TIME OF VIOL:** 4:30 pm  
**ACT / PSTD SPEED:** 69 / 60  
**SC POINTS:** 2  
**B.A. LEVEL:** -00  
**VIOLATION LOCATION:** Georgetown  
**CITY:** Georgetown  
**LAT:** 33.33561 0 0  
**LONG:** -79.3072 0 0  
**COUNTY:** Georgetown

**NAME AND RANK OF ARRESTING OFFICER:** Rodney Beach  
**TRP.:** 1774-2753  
**SCCJA OFFICER NUMBER:** S C Highway Patrol Troop 5

**BAIL DEPOSITED:** 0.00  
**DATE OF ARREST:** 9/18/2017  
**BOND AMOUNT REQUESTED:** \$76.50

**DATE BAIL RECD:** 0/0/0000  
**BY:** [REDACTED]  
**CHARGE AMOUNT:** 76.50

**INCIDENT NO.:** 12345678  
**Last case:** [REDACTED]  
**DMV Data Retrieval:** [REDACTED]

Figure 2.6 – CMS eCitation Case Entry Window: Showing retrieved data

4. The following errors are possible when accessing the **DMV** web service:
  - network related
  - DMV** web service availability issues
  - security issues such as invalid user id or password on **eCitation UIP**
  - invalid **Citation Nbr**, invalid **DMV ID**, delayed release period, etc.



5. If any of these errors occur, an appropriate message displays:
  - a. for invalid citation number entries and invalid **DMV ID** errors
    - i. a user will not be allowed to proceed with the entry
    - ii. an audit record will be created for the attempted entry
    - iii. the entered citation number will be cleared to allow for a different citation number
  - b. for other errors such as web service availability
    - i. a user will be allowed (if desired) to continue with a manual entry after acknowledging the displayed error message

**Note**

The **DMV ID** is used to map the citation to a **CMS Law Enforcement** agency. It is passed from the **DMV** interface and does not appear on the **CMS eCitation Case Entry** screen.

## Retrieving the Next Pending Citation

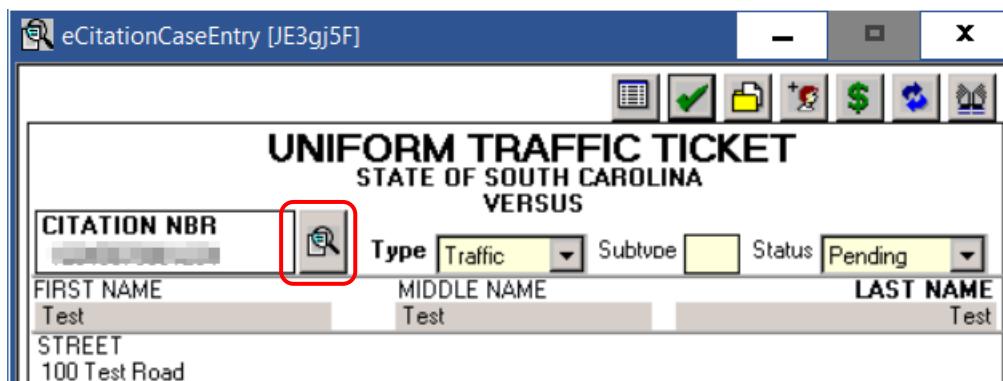


Figure 2.7 – Top Section of **CMS eCitation Case Entry** Window: Get Next "Pending" Citation for Court Agency Button

It is also possible for a user to access the next available pending citation by clicking the **Get next "Pending" citation for Court Agency**  button located next to the **Citation Nbr** field (see figure above). The sort order of the next pending citation is based on its create time.

If the user retrieves the next pending citation and clicks the **Get next "Pending" citation for Court Agency** button again without having created a case from the previous citation, a warning message appears (see **Figure 2.8**).

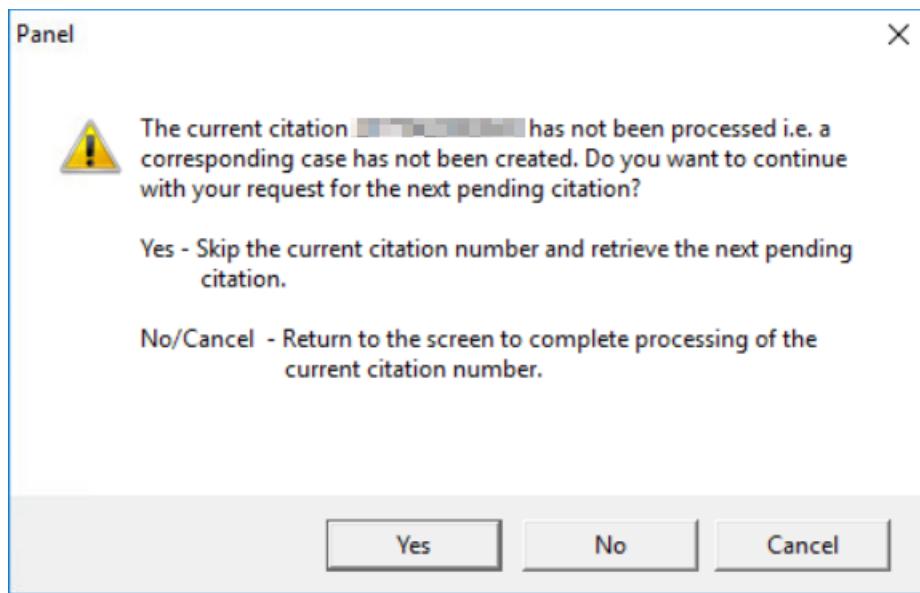


Figure 2.8 – Warning Message If User Has Not Created a Case From Existing Citation.

The user has the option to **skip** creating a case from the current citation number or returning to the **eCitation** screen and continuing to process the current citation. If the user decides to **skip** creating a case from the current citation, a record with a status of "Retrieved" is entered in the **eCitation Audit Tracking Log** to indicate that the citation was bypassed.

**Note:** Skipped citations are marked as "Delivered" by the **DMV** in order to process the next pending citation.

If the user decides to create a new case record from each citation retrieved from the drop-down list, he/she will be able to retrieve the next pending citation until all pending citations have been processed. A message of "no more data" or "record not found" appears once all available pending records have been processed (see **Figure 2.9**).

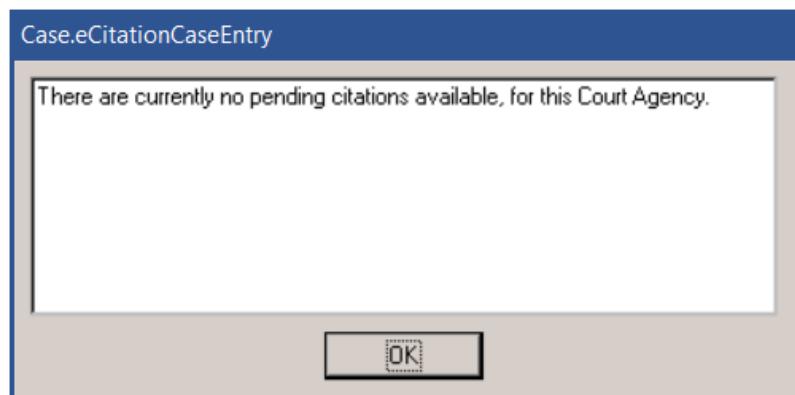


Figure 2.9 – Informational Message: No Pending Citations Available.



## Step 3. Data validation

CMS data validation does not occur until the user attempts to create the CMS case by pressing one of the following icon buttons:

- Add the case, then clear the fields to enter a new case
- Add the case, then go to the Case Manager
- Add additional case parties and then create the case
- Add the case, then go to payment processing
- Create the case, then go to Person Bonds entry

However, if the user manually enters or changes data on the **CMS eCitation Case Entry** screen, these changes may be validated immediately when the user exits the modified field. All fields will be validated when one of the icon buttons above is selected and a case is created.

Validations performed in **CMS eCitation Case Entry** are, for the most part, the same as any performed currently in other **CMS Case Entry** screens and will not be reviewed in this document. There are several new validations that are designed specifically for **eCitations** that will be discussed.

### Statute Driven Versus CDR Code Driven

**CMS eCitation Case Entry** is statute driven exclusively rather than "CDR" charge code driven, as is the case with **CMS Summary Criminal Traffic Entry**. The main reason for this is that "CDR" charge codes are internal codes used only in CMS.

When an **eCitation** record is retrieved from the **DMV**, its **Statute Code** is verified against the **CMS** database **Statute Codes**. Three scenarios are possible:

1. A single **CMS Charge "CDR" Code** is found to match the **Statute**.
2. Multiple **CMS Charge "CDR" Codes** are found to match the **Statute**.
3. No match is found for the **Statute**.

### A Single CMS Charge "CDR" Code Is Found for the Statute

When a single **CMS Charge "CDR" Code** is found for the **Statute**, the charge code is stored internally for eventual case creation. The **CMS "CDR"** code is **not** displayed on the screen; only the **statute code** appears. This is to maintain a consistency with the **UTT** design.



YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT					
NAME OF TRIAL COURT/DOCKET		STREET		Judge	
Georgetown Magistrate CR/TR Court		333 Cleland Street		5899 Pyatt (Magistrate), Isaac	
DATE OF TRIAL	TIME OF TRIAL	CITY	STATE	ZIP CODE	
10/26/2017	2:00 pm	Georgetown	SC	29440-	
VIOLATION SECTION NO.		VIOLATION - COURT APPEARANCE REQUIRED			
56-05-1520(G)(1)		Traffic / Speeding, 10 mph or less over the speed limit			
VIOLATION SECTION NO.		VIOLATION - COURT APPEARANCE REQUIRED			
56-05-1520(G)(1)		Traffic / Speeding, 10 mph or less over the speed limit			
DATE OF VIOLATION	TIME OF VIOL	ACT / PSTD SPEED	SC POINTS	B.A. LEVEL	
9/18/2017	4:30 pm	69 / 60	2	.00	
VIOLATION LOCATION					
Georgetown					
LAT	LONG	CITY			
33.33561 0 0	-79.3072 0 0	Georgetown			
NAME AND RANK OF ARRESTING OFFICER					
Rodney Beach		TRP.	1774-2753	Georgetown County Sheriff	
BAIL DEPOSITED	DATE OF ARREST	BOND AMOUNT REQUESTED			
0.00	9/18/2017	76.50			
DATE BAIL RECD	BY	CHARGE AMOUNT			
0/0/0000		76.50			
INCIDENT NO. 12345678		Last case			

Figure 2.10 – Partial View of CMS eCitation Case Entry Window: Single CMS "CDR" Charge Code found for statute

Additional information that is associated with the "CDR" Charge Code is displayed on the screen:

1. Statute/Charge Description
2. Court Appearance
3. Charge Amount

When the user clicks any of the icon buttons at the top of the screen that can lead to the creation of the case, no error messages related to Statute/Charge should appear in this scenario.



### Multiple CMS Charge "CDR" Codes are Found to Match the Statute

If multiple Charge "CDR" codes exist in CMS for the statute retrieved from the DMV web service, the Statute code will display in red on the CMS eCitation Case Entry screen and the **Charge Amount** will be zeros. The **Charge Description** will temporarily display the charge description provided in the DMV citation data.

YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT				
NAME OF TRIAL COURT/DOCKET	STREET	Judge		
	333 Cleland Street	5899 Pyatt (Magistrate), Isaa		
DATE OF TRIAL	TIME OF TRIAL	CITY	STATE	ZIP CODE
9/19/2017	9:00 am	Georgetown	SC	29440-
VIOLATION SECTION NO.	VIOLATION - COURT APPEARANCE REQUIRED <input checked="" type="radio"/> Yes <input type="radio"/> No			
56-01-0460(A)(1)	Driving Under Suspension; License Not Suspended Fo			
DATE OF VIOLATION	TIME OF VIOL	ACT / PSTD SPEED	SC POINTS	B.A. LEVEL
7/24/2017	1:36 pm	/	0	.00
VIOLATION LOCATION				
Georgetown				
LAT	LONG	CITY		
33.53054 0 0	-79.2114 0 0	Georgetown		
NAME AND RANK OF ARRESTING OFFICER		SCCJA OFFICER NUMBER		
Greg Withers TFC		2528-8002	Georgetown County Sheriff	
BAIL DEPOSITED	DATE OF ARREST	BOND AMOUNT REQUESTED		
0.00	7/24/2017	647.50		
DATE BAIL RECD	BY	CHARGE AMOUNT		
0/0/0000		0.00		
INCIDENT NO. 12345678		Last case		

Figure 2.11 – Partial View of CMS eCitation Case Entry Window: Multiple Charge "CDR" Codes for a statute

If the user happens to click any of the case creation icon buttons before having a chance to select just a single CMS Charge "CDR" code (see next section), the following message appears:

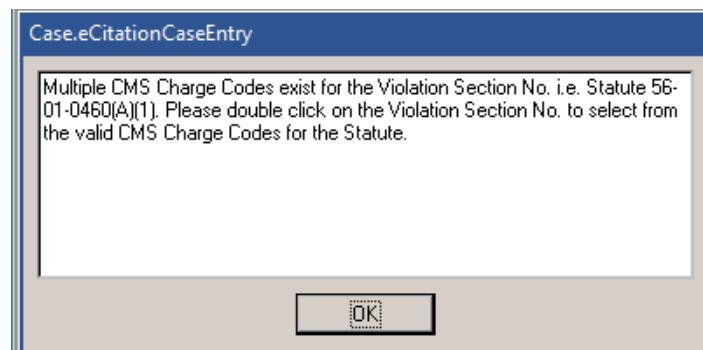


Figure 2.12 – Error Message: Multiple CMS "CDR" Charge Codes exist for a statute

The user needs to click the "OK" button and double-click in the *Violation Section No.* field on the CMS eCitation Case Entry screen to open the "Select Charge" window.

The window opens with a matching list of Statute Codes and their Charge Codes preloaded.



The user highlights the correct **CMS Charge Code** record and clicks **Select**  button to return to the **CMS eCitation Case Entry** screen.

**Select Charge [CTcrdF]**

Statute code	Description	Charge code
56-01-0460(A)(1)(	DUS / Driving under suspension, license not suspended for DUI - 2nd offense	0174
56-01-0460(A)(1)(	Retired / Use 3798 / DUS / Driving under suspension, license not suspended for DUI - 3rd or s	0175
56-01-0460(A)(1)(	DUS / Driving under suspension, license not suspended for DUI - 1st offense	0624
56-01-0460(A)(1)(C	DUS / Driving under suspension, license not suspended for DUI - 3rd or sub. offense	3798

Desc:  Code:  Statute:

Keyword:

Search by:  Desc  Code  Keyword  Statute

Select:  Active  All

Figure 2.13 – **Select Charge** Window: Showing a matching list of statute codes and their "CDR" Charge Codes

**"Search by"**  
**Radio Button Preselected**

**Statute Preloaded**

Desc: <input type="text"/>	Code: <input type="text"/>	Statute: <input type="text" value="56-01-0460(A)(1)"/>
Keyword: <input type="text"/>		
Search by: <input type="radio"/> Desc <input checked="" type="radio"/> Code <input type="radio"/> Keyword <input checked="" type="radio"/> Statute	Select: <input checked="" type="radio"/> Active <input type="radio"/> All	

Figure 2.14 – Partial View of **Select Charge** Window: Showing preloaded statute code and preselected statute radio button



Upon returning to the **CMS eCitation Case Entry** screen, the user will see that the temporary **DMV** description has been replaced with the **CMS Charge "CDR"** code description. Also, if applicable, the **Charge Amount** will be populated.

YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT				
NAME OF TRIAL COURT/DOCKET Georgetown Magistrate CR/TR Court	STREET 333 Cleland Street	Judge 5899 Pyatt (Magistrate), Isaa		
DATE OF TRIAL 9/19/2017	TIME OF TRIAL 9:00 am	CITY Georgetown	STATE SC	ZIP CODE 29440-
VIOLATION SECTION NO. 56-01-0460(A)(1)(a)	VIOLATION - COURT APPEARANCE REQUIRED <input checked="" type="radio"/> Yes <input type="radio"/> No DUS / Driving under suspension, license not suspended for DUI - 1			
DATE OF VIOLATION 7/24/2017	TIME OF VIOL 1:36 pm	ACT / PSTD SPEED /	SC POINTS 0	B.A. LEVEL .00
VIOLATION LOCATION Georgetown				COUNTY Georgetown
LAT 33.53054 0 0	LONG -79.2114 0 0	CITY Georgetown		
NAME AND RANK OF ARRESTING OFFICER Greg Withers	TFC 2528-8002	SCCJA OFFICER NUMBER Georgetown County Sheriff		
BAIL DEPOSITED 0.00	DATE OF ARREST 7/24/2017	BOND AMOUNT REQUESTED 647.50		
DATE BAIL RECD 0/0/0000	BY	CHARGE AMOUNT 647.50		
INCIDENT NO. 12345678	Last case			

Figure 2.15 – Partial View of **CMS eCitation Case Entry** Window: A different multiple CDR Code selected

**Note:** Users can click in the **Violation description** field on the **CMS eCitation Case Entry** screen in order to see more of the charge description.

#### Example of extended Violation Description:

VIOLATION SECTION NO. 56-01-0460(A)(1)(b)	VIOLATION - COURT APPEARANCE REQUIRED <input checked="" type="radio"/> Yes <input type="radio"/> No DUS / Driving under suspension, license not suspended for DUI - 2
--	--

Figure 2.16a – Violation Section No. and Extended Description: Prior to User Clicking in Field

VIOLATION SECTION NO. 56-01-0460(A)(1)(b)	VIOLATION - COURT APPEARANCE REQUIRED <input checked="" type="radio"/> Yes <input type="radio"/> No under suspension, license not suspended for DUI - 2nd offense
--	--

Figure 2.16b – Violation Section No. and Extended Description: After User Clicks in Field



### No Match is Found for the Statute

If no match is found for the **DMV Statute** in the **CMS Charge "CDR"** code table, the Statute code will display in red on the **CMS eCitation Case Entry** screen and the **Charge Amount** will be zeros (just as it does if there are multiple **CMS "CDR"** Charge codes for a statute). The **Charge Description** will temporarily display the charge description provided in the **DMV** citation data.

The screenshot shows a partial view of the CMS eCitation Case Entry window. A red box highlights the 'Statute Code in Red' field, which contains the violation section number '56-05-2740; 2330'. Another red box highlights the 'Temporary Charge Description from DMV' field, which displays 'VIOLATION - COURT APPEARANCE REQUIRED Disregarding Stop Sign'. A third red box highlights the 'Charge Amount With Zeros' field, which shows '0.00'. The window includes fields for trial court, date, time, violation location, officer information, and bail details.

Figure 2.17 – Partial View of CMS eCitation Case Entry Window: No matching statute in CMS

If the user happens to click any of the case creation icon buttons before having a chance to select just a single **CMS Charge "CDR"** code (see next section), the following message appears:



Figure 2.18 – Error Message: No matching statute exists for a DMV statute

The user needs to click the "OK" button and double-click in the *Violation Section No.* field on the **CMS eCitation Case Entry** screen to open the "Select Charge" window.



**Full or Partial Description Typed Here**

**"Search by" Radio Button Preselected**

**Select Charge**

Description	Charge code	Effective	Statute code	Suspendable char	Active
Abortion / False representation on affidavit for abortion	1565	1/1/1980	44-41-0031(C)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abortion / Intentional or reckless falsification of any req	3833	1/1/1980	44-41-0460(D)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Abortion / Intentionally perform, etc., abortion when pos	3834	1/1/1980	44-41-0470	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Abortion / Performing abortion on unemancipated minor	1567	1/1/1980	44-41-0036(A)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abortion / Performing abortion on unemancipated minor	1566	1/1/1980	44-41-0036(A)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abortion / Performing or soliciting abortion, testimony of	0890	1/1/1980	44-41-0080(b)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abortion / Performing or soliciting unlawful abortion	0003	1/1/1980	44-41-0080(a)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abortion / Performing partial-birth abortion	2565	1/1/1980	44-41-0085(A)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abortion / Performing w/out satisfying a woman's right t	2799	1/1/1980	44-41-0350	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abuse / Abuse of vulnerable adult	2655	1/1/1980	43-35-0085(B)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abuse / Abuse or neglect resulting in death - vulnerable	2659	1/1/1980	43-35-0085(F), 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abuse / Abuse or neglect with great bodily injury - vulne	2658	1/1/1980	43-35-0085(E), 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abuse / Failure to report abuse, neglect of vulnerable a	1530	1/1/1980	43-35-0085(A)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abuse / Failure to report abuse, neglect or exploitation	2768	1/1/1980	16-03-1050(A)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abuse / Knowing and willful abuse of a vulnerable adult	3203	1/1/1980	16-03-1050(B)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abuse / Knowing and willful exploitation of a vulnerable	3205	1/1/1980	16-03-1050(D)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abuse / Knowing and willful neglect of a vulnerable ad	3204	1/1/1980	16-03-1050(C)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abuse / Obstruction of investigation, Adult Protection A	2661	1/1/1980	43-35-0085(H)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abuse / Parent, guardian, other allowing another perso	2767	1/1/1980	16-03-0095(B)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Desc  Code  Statute

Keyword

Search by  Desc  Code  Keyword  Statute Select  Active  All

Figure 2.19 – Select Charge Window: "Desc" radio button preselected

Since there were no matches for the **Statute Code**, the search window will default to "Search by Description" mode. The user types a full or partial description in the "Desc" field and clicks the **Position to**  button. Of course, this may be changed to any other search mode desired by the user. Once the desired **Charge Code** is found, the user highlights the **Charge Code** record and clicks the **Select**  button to return to the CMS eCitation Case Entry screen.



Upon returning to the **CMS eCitation Case Entry** screen, the user will see that the temporary **DMV** description has been replaced with the Charge "CDR" code description. Also, if applicable, the **Charge Amount** will be populated.

YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT					
NAME OF TRIAL COURT/DOCKET Georgetown Magistrate CR/TR Court	STREET 333 Cleland Street	Judge 5899 Pyatt (Magistrate), Isaa			
DATE OF TRIAL 9/19/2017	TIME OF TRIAL 9:00 am	CITY Georgetown	STATE SC	ZIP CODE 29440-	
VIOLATION SECTION NO. 56-05-2740		VIOLATION - COURT APPEARANCE REQUIRED Traffic / Disregarding stop sign			
DATE OF VIOLATION 7/29/2017		TIME OF VIOL 12:55 pm	ACT / PSTD SPEED /	SC POINTS 4	B.A. LEVEL .00
VIOLATION LOCATION Georgetown					
LAT 33.39541 0 0	LONG -79.3253 0 0	CITY Georgetown			
NAME AND RANK OF ARRESTING OFFICER Greg Withers TFC		SCCJA OFFICER NUMBER 2528-8002 Georgetown County Sheriff			
BAIL DEPOSITED 0.00	DATE OF ARREST 7/29/2017	BOND AMOUNT REQUESTED 155.00			
DATE BAIL RECD 0/0/0000	BY	CHARGE AMOUNT 155.00			
INCIDENT NO. 12345678		Last case			

Valid  
CDR  
Charge  
Code

Valid CMS  
Charge  
Description

Charge  
Amount

Figure 2.20 – Partial View of CMS eCitation Case Entry Window: New violation code and description



## Lesson 3: eCitation Case Creation

This lesson discusses how to create an **eCitation** case once all the data has been retrieved from the **DMV**.

### Lesson Objectives

- ❖ How to create an **eCitation** case from the **CMS eCitation Case Entry** screen.

### Step 1. Create an eCitation Case

From the **CMS eCitation Case Entry** screen select one of the icon buttons shown below (see blue arrows) to create a CMS case. The most commonly used button would be the **Add the case, then clear the fields to enter a new case**  button.

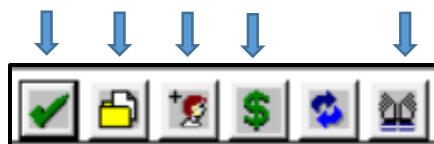


Figure 3.1 – Icon buttons available to create a CMS case

Figure 3.2 – Case Manager Window: CMS case created and displayed in Case Manager (case number redacted)



## Lesson 4: eCitation Audit Tracking

This lesson discusses how to use the **eCitation Audit Tracking** processes.

### Lesson Objectives

- ❖ Purpose of **eCitation Audit Tracking**.
- ❖ How to access **eCitation Audit Tracking**.
- ❖ How to use **eCitation Audit Log Tracking**.

### Step 1. Purpose of eCitation Audit Tracking

The audit tracking of **eCitation** entries provides an audit trail of all activity related to **eCitation** processing. Each **DMV** request for a citation is logged as are updates to that citation up through the actual case creation of the citation.

### Step 2. How to Access eCitation Audit Tracking

From the **CMS eCitation Case Entry** screen click **Review eCitation Audit Log**  button to launch the **Audit Log Display** window.

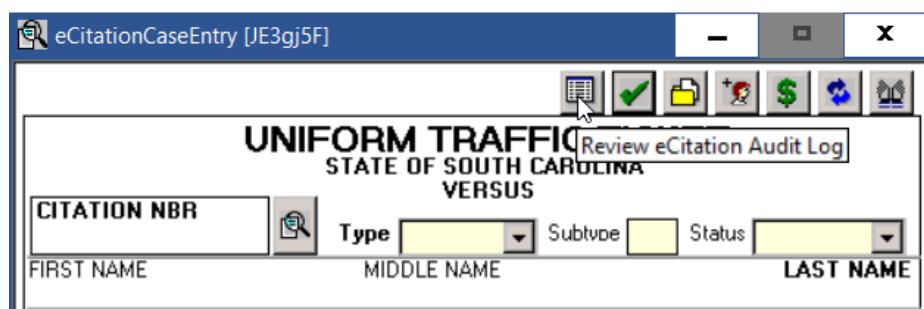


Figure 4.1 – Partial View of **CMS eCitation Case Entry** Screen: **Review eCitation Audit Log** button



### Step 3. eCitation Audit Log Tracking

Court Agency	Citation Number	Processing Status	Error Type	eCitation Error Message	
22105	2017239001432	Error	Citation Not Found	Invalid citation number for eCitation Entry. The DMV Citation Retrieval failed.	
22105	20171010014035	Error	Citation Not Found	Invalid citation number for eCitation Entry. The DMV Citation Retrieval failed.	
22105	20172390014132	Retrieved			
22105	II.20172390014132	Error	Invalid DMV ID	Citation Number II.20172390014132 has no corresponding Arresting Offense.	
22105	20172390014091	Retrieved			
22105	20172390014088	Retrieved	Invalid Statute	DMV Statute code 56-05-2740: 2330 is not defined in CMS.	
22105	20172390014035	Retrieved			
22105	20172390014074	Processed			
22105	20172390014016	Retrieved	Invalid Statute	DMV Statute code 56-05-1520(A) is not defined in CMS.	
22105	20172390014115	Retrieved			
22105	20172390014084	Processed			
22105	20172390014081	Retrieved			
22105	20172390014073	Retrieved			
22105	20172390014072	Retrieved			
22105	20172390014125	Retrieved			

Figure 4.2 – eCitation Audit Log Display

1. The **eCitation Audit Log** display allows the user to search for any initiated eCitation transaction using any combination of **Citation Number (1a)**, **Status (1b)**, **Error Type (1c)**, **Creation Date (1d)**, and **Creation User (1e)**.
2. Users have the option of viewing an **eCitation** transaction which has "Processed" and is now a **CMS** case by highlighting the audit log record and pressing the **View Case in Case Manager**  button (2a), or they can view the **eCitation** data on the **CMS eCitation Entry Screen** again in read-only mode by highlighting the record and pressing the **eCitation Entry/Display for selected**  button (2b).



**UNIFORM TRAFFIC TICKET**  
STATE OF SOUTH CAROLINA  
VERSUS

CITATION NBR	Type	Subtype	Status					
FIRST NAME	MIDDLE NAME	LAST NAME						
STREET		STATE	ZIP CODE					
DL STATE SC	DRIVERS LICENSE NO	CLASS D	CDL Yes <input checked="" type="radio"/> No <input type="radio"/>					
RACE	SEX	BIRTH DATE	HGT. 6' 4 "	WGT. 200	HAIR	EYES		
VEH. LIC. NO.	STATE	MAKE OF VEH	YEAR	16 PSGR VEH HAZ. MAT.	AUTO MOPED	BICYCLE MTRCYCL	COMB. PEDESTRIAN	COMM. VEH. OTHER
VEHICLE OWNER FIRST NAME		MIDDLE NAME	LAST NAME					
OWNER STREET		CITY	STATE	ZIP CODE				
<b>YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT</b>								
NAME OF TRIAL COURT/DOCKET	STREET	Judge						
333 Cleland Street		5899	Pyatt (Magistrate), Isaac					
DATE OF TRIAL	TIME OF TRIAL 9:00 am	CITY	STATE	ZIP CODE				
Georgetown		SC	29440-					
VIOLATION SECTION NO.		VIOLATION - COURT APPEARANCE REQUIRED <input checked="" type="radio"/> Yes <input type="radio"/> No						
DATE OF VIOLATION		TIME OF VIOL	ACT / PSTD SPEED	SC POINTS 0	B.A. LEVEL			
VIOLATION LOCATION		COUNTY *Blank						
LAT	LONG	CITY						
NAME AND RANK OF ARRESTING OFFICER		SCCJA OFFICER NUMBER						
BAIL DEPOSITED 0.00	DATE OF ARREST		BOND AMOUNT REQUESTED					
DATE BAIL RECD	BY		CHARGE AMOUNT					
INCIDENT NO.	Last case							

Figure 4.3 – CMS eCitation Case Entry Screen in Display Mode with Personal Information Redacted

3. The only icon buttons still enabled on the **CMS eCitation Entry** screen in the read-only mode are the **Retrieve eCitation Audit Log**  button and the **Clear fields for entry of a new case**  button (see **Figure 4.4**).



Figure 4.4 – Only two enabled icon buttons in Read-Only mode on CMS eCitation Entry screen



**Note:** A copy of the data string that was stored as part of the **eCitation** audit record is used to populate the display screen. The **DMV** interface is not accessed again, nor is the current case record stored in the **CMS** database retrieved. So, it is possible that if the user were to compare data on the **CMS eCitation Case Entry** screen with data that appears on the **CMS Case Manager** screen that the two may not match. The audit data string is a "snapshot" of the citation at the time it was retrieved from the **DMV** to **CMS** to become a case and contains no adjustments or updates made since that time.

4. Users have the option to view and reprocess a citation if the citation status is "Retrieved". Highlighting the audit record to reprocess and clicking the **eCitation Entry/Display for selected**  button returns the user to the **CMS eCitation Case Entry** screen where the **DMV** data for that citation is re-retrieved and reloaded to the screen just as if it were the initial request.

Table 1: *eCitation | eCitation Audit Log Tracking | Processing Status*

<b>Retrieved</b>	DMV data was retrieved successfully but the user did not follow through with the creation of the case. This status may also indicate that the user decided to skip creating a case out of this citation in order to retrieve the next pending citation.
<b>Processed</b>	DMV data was retrieved successfully, and the CMS case was created.
<b>Manually Processed</b>	DMV data could not be retrieved but the case was entered manually.
<b>Error</b>	An error occurred that prevented automatic or manual case creation. (See <b>Table 2</b> for possible error messages.)

Table 2: *eCitation | eCitation Audit Log Tracking | Error Messages*

<b>Citation Not Found</b>	The entered citation number was not found in the <b>DMV</b> database.
<b>DMV Delivered Update Failed</b>	Case was created but CMS was not able to set the status to "Delivered" on the <b>DMV</b> database record.
<b>Delayed Release Period, Retry Tomorrow</b>	Citation submitted to DMV is not available for the first 24 hours (Delayed Release Period). Try again tomorrow.
<b>Data Retrieval</b>	Data could not be retrieved due to security issues, URL definition, or service availability issues.
<b>Invalid DMV ID</b>	Not a valid <b>DMV ID</b> defined for a <b>CMS</b> Arresting Agency.
<b>Invalid Statute</b>	The statute code coming from the <b>DMV</b> is not defined in <b>CMS</b> .



# Notes

South Carolina Judicial Department  
Information Technology  
1220 Senate Street  
Columbia, South Carolina 29201

04/10/2018

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